

From: [Campbell, Joy](#)
To: [Harper, Stephen](#); [Little, Bill](#)
Subject: NPL 101
Date: Thursday, May 16, 2013 12:40:52 PM
Attachments: [1 Example of Communication Strategy.pdf](#)
[ATTACH A Example of Letter & Fact Sheet.pdf](#)
[ATTACH A Example of Letter w concurrence lines.pdf](#)
[ATTACH B Briefing Chart for DD call to state counterpart.pdf](#)
[ATTACH C Example of Newspaper Notification.pdf](#)
[ATTACH D Example of email to local officials.pdf](#)
[EX Initiation of a COI for a contract work assignment.docx](#)

Bill/Steve: Please review the draft below and let me know what you think. I may have gotten the repository instructions wrong. Please correct me if so. Also, Steve, you had an example of setting up/sending items to the repository. Can you provide?

Bill: Please see attachment B. This is the simplified chart Sam liked when he made a courtesy call to his state counterpart. Can you prepare one for Carl/Pam.

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101 on NPL sites

The CIC Team typically enters the process in the Feb/Mar and Aug/Sept timeframes. Region 6 does not always have an NPL site proposed or listed. The process is the same for proposed or final listings. The only difference is referring to a site as proposed or final in all communications.

The Region 6 NPL Coordinator (Brenda Cook) works to rank sites, works with state environmental officials, and governor's office, or whoever else coordination is needed.

The NPL Coordinator lets the CIC Team Leader know which sites will be proposed/final.

This is a TEAM effort and ALL should be kept informed:

The CIC Team Leader assigns the site to one of the CIC FTEs or CIC SEEs.

The CIC Team Leader alerts the team COR (Donn Walters) that a new site is coming so preparations and coordination necessary can be done.

The CIC Team Leader alerts the team's NPL Coordinator (Stephen Harper) that a new site has been assigned. His role is to assist the assigned CIC with formatting & process of the routing of the letters; ensuring the NPL is updated; backing up the assigned CIC; and generally keeping up with any updates necessary to this 101. NOTE: the assigned CIC writes and routes the letters etc. Steve will only guide and ensure the process is done as well as keep up with changes necessary to this 101.

The CIC Team Leaders alerts the team NPL List Keeper (Zana Halliday) that a new NPL site assignment has been made so she can update the NPL excel chart and assignment lists.

The CIC assigned the new site then coordinates with the NPL Coordinator (Brenda Cook) to see when the site is actually proposed or listed to the NPL: the listing and the dates can



change quickly, so coordination and being prepared is vital. The Assigned CIC keeps the NPL Coordinator (Stephen Harper) and CIC Team Leader informed. The assigned CIC prepares:

1. A site strategy, a communication strategy, and a CIP with as much information as possible.

Templates are in the CIC Toolkit.

- a. All correct titles, names, phone numbers of all officials (including mayors, city managers, county commissioners, local judges) need to be included. Emails should also be collected and documented. An email group for the site should be created.
- b. The CIP and communication strategy should contain an EJ analysis of the site and a limited English proficiency determination. (Rita Ware will assist with both items). If Rita is not available, the assigned CIC will do.

2. The CIC researches and establishes a local repository. Includes the address and contact for the repository in the CIP and lets the NPL Coordinator know. The NPL Coordinator will mail copies of the HRS (Hazardous Ranking System), the FR (Federal Notice), and any other documents within 72 hours of the Federal Register. This usually entails an overnight mailing.

3. The CIC prepares draft letters of notifications to City and County Officials. Letters should be properly formatted according to EPA standards and have the proper concurrence lines. The NPL Coordinator prepares letters to state officials (environmental and others such as other federal agencies eg DOI). For concurrences, e-routing should be used if possible. Concurrences include the management chain through to the 6SF Division Director.

These letters will go out with two attachments: 1. the final Fact Sheet for the site and, 2. a Fact Sheet explaining the Superfund process.

ATTACHMENT A: PDF Example of letters (with concurrence lines), Example of Fact Sheet, Example of the Superfund overview Fact Sheet

4. The CIC assigned prepares a brief description of the site with location and contaminants for briefing with the Division Director. This should include the name and phone number of the Division Director's counterpart at the state and/or tribe, so that the Division Director can make personal calls.

This receives approval through the CIC Team Leader.

ATTACHMENT B: Example

5. The assigned CIC prepares a notification for placement in newspapers (including Spanish or

other language translation/papers if appropriate). The contractor on the site will help do this and handle the publication of the notice in the sites' local newspapers.

ATTACHMENT C: Example

6. All the above will be ready, and the Division Director already briefed, letters already signed. When the placement in the National Register is imminent, the NPL Coordinator will notify the CIC Team. The assigned CIC and CIC Team Leader will make phone calls to all local officials (Mayors, City Managers, County Judges, County Commissioners, and tribes as appropriate). All phone calls and/or messages left will be followed up by an email as well.

ATTACHMENT D: Example of email

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